

Poll Managers
Election Day Activities
 2015 County Party Executive Committee Training

Presented by:
 Mississippi Secretary of State's Office
 Elections Division


DELBERT HOSEMANN
 Secretary of State

Poll Managers

Prior to Election Day, the Executive Committee should have:

- Selected all poll managers and alternates;
- Assigned each poll manager to a precinct;
- Assigned each poll manager his/her duties (initializing manager, bailiff, R&R Manager);
- Trained all poll managers, alternate poll managers and resolution board members; and
- Trained certain poll managers in the use of the voting machines.


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Voting Machines

Prior to Election Day, the Executive Committee should have:

- Demonstrated the use of the voting machines throughout the county;
- Tested and inspected the voting machines at least three (3) days prior to Election Day;
- Sealed and secured the voting machines after testing; and
- Delivered the voting machines to the precincts.


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Receiving & Returning Manager

Executive Committee schedules a time prior to the election for the Receiving and Returning Manager to pick up the election material.

- Executive Committee/Circuit Clerk's Office should have the ballot boxes and supply boxes packed and ready for pick up.



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Setting up the Precinct

6:00 A.M. – 7:00 A.M.



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Open Voting Devices

- Specific poll managers are responsible for opening the voting machines.
 - At least two (2) poll managers should be assigned to this duty and familiar with the machines.
- Follow opening procedures for the machines.
 - Immediately alert Election Central if you have problems.
- Print and post Zero Tapes.
 - 1 zero tape posted on the wall; 1 zero tape placed inside the memory card transport bag.



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Opening Ballot and Supply Boxes

Unpack ballot box and supply box. Check for:

- Paper ballots;
- Sealed absentee ballots, applications and absentee voter list;
- Affidavit envelopes and voter information slips;
- Pollbook;
- Receipt book;
- Posters and signs; and,
- Any other supplies or materials you may need (pens, tape, office supplies, etc.).



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Ballot Box/Bag

After verifying the absentee envelopes with applications for your precinct are enclosed, post the absentee voter list on the wall in the precinct and place the sealed absentee ballot envelopes with applications back in the ballot box/bag. **Replace the SEAL.**

- All voted ballots must be kept in the sealed ballot box/bag until the polling place closes.
- Absentee, affidavit, emergency and curbside ballots.



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Voter Information Signs

State and Federal Law require a Voters' Rights/ Voters' Information Poster be displayed in every precinct. You must ensure the required information is posted in the precinct:

- Sample ballot
- Hours the polling place will be open
- Instructions for affidavit voters
- Instructions for unverified mail-in registrants who are first-time voters



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Voter Information Signs (cont.)

- General information on voting rights under federal and state laws
- General information on prohibitions of fraud and misrepresentation
- List of absentee voters
- Zero tapes
- TSX (or voting device) voting instructions
- List of acceptable forms of photo identification



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Sign Oath

Poll managers are required to sign an oath prior to performing their duties. The oath is usually signed in the receipt book.

- Miss. Code Ann. § 23-15-237: The managers and clerks shall be sworn by some officer present competent to administer oaths, or each may be sworn by one of the others, faithfully to perform their duties at the election according to law, and not to attempt to guide, aid, direct or influence any voter in the exercise of his right to vote, except as expressly allowed by law.



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Poll Watchers and Candidate Representatives

- Each candidate on the ballot shall have the right to be present at the polling place, or to have a representative at the polling place.
- Political parties with a candidate on the ballot may have two (2) representatives present at the polling place in general or special elections only.
 - Political parties are not entitled to representatives in the polling place for primary elections.
- Poll watchers and candidate representatives may be present at the public counting of the ballots.



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Processing Voters

7:00 A.M. – 7:00 P.M.



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The Voting Process

- Check for voter's name in the pollbook.
- Verify the voter is in the correct precinct.
- Ask voter to present an acceptable form of photo ID.
- Verify the picture on the presented photo ID fairly depicts the voter.
- Verify the name on the presented photo ID is substantially similar to the voter's name as it appears in the pollbook.
- Write "VOTED" in the pollbook beside the voter's name.
- The voter signs his/her name in the receipt book and casts his/her ballot.



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Voter's Name NOT in Pollbook

- Check under maiden name or married name(s);
- Check for hyphenated names;
- Check for misspellings or unusual spellings of the voter's name;
- Check to see if the voter is listed under his first name instead of last name;
- Ask for the voter's address to confirm the voter is in correct precinct; or
- Find out when and where voter registered to vote.



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Acceptable Photo ID

If the voter is UNABLE to:

- Present an acceptable form of photo ID, or
- The photo on the presented ID does not fairly depict the voter, or
- The name on the presented ID is not substantially similar to the voter's name as it appears in the pollbook,

THEN, the voter is entitled to cast an affidavit ballot.



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Acceptable Photo ID

Means a current and valid:

- Driver's license;
- Photo ID card issued by any branch, department, agency, or entity of the State of Mississippi;
- United States passport;
- Employee photo ID card issued by any branch, department, agency, or entity of the U.S. government;
- License to carry a pistol or revolver;
- Tribal photo ID card;
- Student ID card, issued by any accredited college, university or community or junior college in the State of Mississippi;
- Mississippi Voter ID card;
- Any photo ID issued by any branch, department, agency, or entity of the U.S. government or any state government, such as a driver's license issued by a state other than Mississippi.



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Acceptable Photo ID

- **Current** means the photo ID has no expiration date or was issued no more than ten (10) years prior to the date the ID is presented at the polling place.

- **Valid** means the photo ID does not appear to be a forgery or fake.



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Voter Instruction

- In case any voter, after entering the voting machine, shall ask for further instruction concerning the manner of voting, two (2) election officers may, if necessary, enter the booth and give him/her instruction.
- No manager or person instructing a voter shall, in any manner request, suggest, or seek to persuade or induce any voter to vote any particular issue or candidate.
- After giving instruction and before the voter casts his vote, the manager or person assisting him shall leave, and the voter shall then cast his vote in secret as he may desire.



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Curbside Voting

- A poll manager is authorized by law to allow a physically disabled voter to vote curbside.
- If the managers, in exercising sound discretion, determine the voter has arrived at the polling place in a motor vehicle but is unable to enter the polling place by reason of his/her physical disability, two (2) or more managers take the pollbook, the receipt book and a ballot or voting device to the vehicle.
- The poll managers determine whether the voter is a qualified voter and follow the voting process.
- If qualified, the voter marks his/her ballot in secret, folds the ballot and returns the same to the poll manager.
- The curbside ballot is placed by the poll manager directly into the sealed ballot box. The ballot is NOT placed in an affidavit ballot envelope.



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Curbside Voting

- Miss. Code Ann. § 23-15-541(2)(b):
 - If the ballot provided to the voter is a paper ballot, the initializing manager shall initial the ballot, and the disabled elector shall fold the voted ballot or place it in a ballot sleeve. The initializing manager shall without delay place the ballot in the ballot box/bag.



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Curbside Voting

- Miss. Code Ann. § 23-15-541(2)(c):
 - If, while a voter is voting by curbside, there are less than three (3) managers present within the polling place, all voting at the polls STOPS until the managers conducting the curbside voting procedures return. The remaining poll manager(s) shall ensure the security of the ballot box/bag, the voting devices, and any ballots and election materials.



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Emergency Ballots

If there is a power outage or voting machine failure, paper ballots are used until the issue is resolved.

- Immediately notify Election Central.
- Follow the voting process.
- Deposit all voted ballots immediately into the SEALED ballot box/bag.
 - Do not place voted emergency ballots in an affidavit ballot envelope.
 - DO NOT ENTER THESE VOTES ON THE TSX MACHINE.
- Counted at Election Central after election.



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Spoiled Ballots

A voter who mistakenly marks a paper ballot is entitled to receive up to three (3) total ballots.

- If a voter makes a mistake and asks for another ballot, write "Spoiled" across the face of the first ballot and place it in the spoiled ballot envelope.



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Challenged Ballots

Who can challenge a voter?

- A candidate on the ballot;
- A candidate's representative/poll watcher;
- A political party's official poll watcher;
- Any qualified voter in that precinct; or
- Any poll manager in the polling place.



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Challenged Ballots (cont.)

What are the reasons for a challenge?

- He/she is not a registered voter in the precinct;
- He/she is not the registered voter under whose name he/she has applied to vote;
- He/she has already voted in the election;
- He/she doesn't live in the precinct where he/she is registered;
- He/she has illegally registered to vote;
- He/she has taken his/her ballot from the polling place;
- He/she has cast an absentee ballot but is ineligible to do so; or
- He/she is otherwise disqualified by law.



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Disenfranchising Crimes

- | | | |
|---------------------|---|------------------------------------|
| Arson | Felony Shoplifting | Robbery |
| Armed Robbery | Forgery | Theft |
| Bigamy | Larceny | Timber Larceny |
| Bribery | Murder | Unlawful Taking of a Motor Vehicle |
| Embezzlement | Obtaining Money or Goods Under False Pretense | Statutory Rape |
| Extortion | Perjury | Carjacking |
| Felony Bad Check | Rape | Receiving Stolen Property |
| Larceny under lease | | |



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Challenged Ballots (cont.)

Action I: If the poll managers unanimously determine the challenge is FRIVOLOUS, DISREGARD the challenge and the voter casts his ballot on the voting machine.

- If the voter is casting an affidavit, emergency, or curbside ballot, the voter is provided a paper ballot and the voted ballot is placed in the sealed ballot box.



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Challenged Ballots (cont.)

Action II: If the poll managers determine the challenge is VALID or WELL TAKEN, the voter is issued a paper ballot and the ballot is immediately REJECTED.

- Write "Rejected" on the back of the ballot;
- Write the name of the voter on the back of the ballot;
- Place the ballot in strong envelope marked for rejected ballots; and
- When all rejected ballots have been cast and placed in strong envelope marked for rejected ballots, the envelope is sealed and returned to the sealed ballot box/bag.



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Challenged Ballots (cont.)

Action III: If the poll managers are unable to make a unanimous decision, the voter is issued a paper ballot.

- Write "Challenged" on the back of the ballot; and
- Place the ballot in a strong envelope marked for challenged ballots.
- At the close of the polls and after all the unchallenged ballots have been counted, tallied and totaled, the challenged ballots are separately counted, tallied and totaled, with a separate return made of the challenged ballots.



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Prohibitions at the Polls

- **150-Foot Rule**
It is unlawful for any candidate for elective office, or any representative of a candidate, to post or distribute cards, posters, or other campaign literature within 150 feet of any entrance to a building in which an election is being conducted.
It is unlawful for any person to solicit signatures on any petition for a constitutional initiative within 150 feet of any polling place on any election day.
- **Private Property**
If a polling place is within 150 feet of private property, the owner of the private property may post or distribute campaign literature on his/her property. Polling places that are held on private property are leased to the county for the day of the election, wherein the 150-Foot rule applies.



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Prohibitions at the Polls (cont.)

- **30-Foot Rule**
No loitering is allowed within 30 feet of a polling place. The Bailiff is to keep the area clear of all persons except voters waiting to vote, credentialed poll watchers/candidates, and election officials.
- **Disturbances**
If anyone becomes unruly or abusive, the Bailiff should ask him/her to leave. If he/she will not leave, call a local law enforcement officer. All poll managers and persons in the voting place are to aid in keeping the peace. If law enforcement officers must handle the situation, they must leave the premise upon completion.



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Prohibitions at the Polls (cont.)

- **No Liquor/Alcohol**
All intoxicated or disorderly persons disturbing the peace by noise or violence in the polling place shall be arrested, jailed, or kept in custody. Such persons may be permitted, if they are a qualified voter, to vote while in custody.
- **Wearing Campaign Paraphernalia**
Wearing t-shirts, buttons, stickers, etc., with a candidate's name or picture on it within 150 feet of any entrance to a polling place constitutes posting of campaign literature and is prohibited. It must be covered or removed before coming within 150 feet of any entrance to a polling place.



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Prohibitions at the Polls (cont.)

• **Use of Sample Ballots**

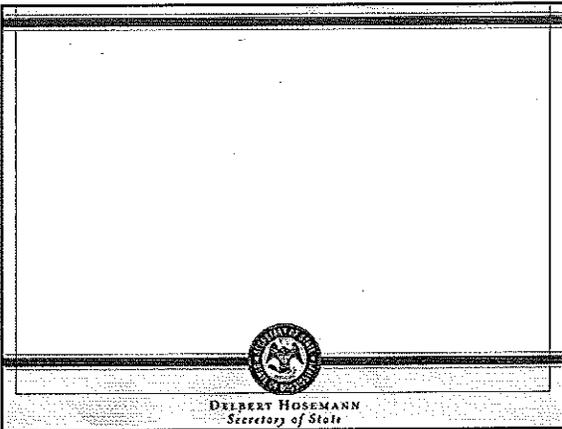
It is permissible for an individual voter to bring a sample ballot into the polling place for the voter's own use as a reminder of the candidate(s) for whom he/she intends to vote. A voter, however, cannot be permitted to use the sample ballot as campaign literature in attempting to influence other voters within the polling place.

• **Other Prohibitions**

It is also unlawful for a candidate, or his/her authorized representative, to appear at any polling place armed or uniformed or displaying any badge or credentials except as may be issued by the managers of the precinct.



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Closing Procedures

- 7:00 PM: Anyone in line at 7:00 PM is entitled to vote. The bailiff should stand at the end of the line and announce the poll is closed.
- Do **NOT** lock the door. Closing procedures are open to the public.



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Closing the Polls
7:00 P.M. - UNTIL



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Processing Absentee Ballots

- After all voting has stopped, remove the absentee envelopes and applications from the sealed ballot box.
- Announce the name, address, and precinct as shown on each envelope.
 - Remember the rules for CHALLENGED ballots. Absentee voters may be challenged just like in-person voters.
- Evaluate each application and ballot envelope.
- Mark each envelope either "ACCEPTED" or "REJECTED" as determined by the poll managers.



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Processing Absentee Ballots (cont.)

- Absentee Application:
 - Check for the clerk's original seal and initials (in the lower right hand corner).
 - Ensure it was signed by the voter.
 - Ensure it was acknowledged or witnessed as required by statute.
- If the application is not present, or is missing one (or more) of these items, mark the envelope "REJECTED," with the reason written across the envelope.



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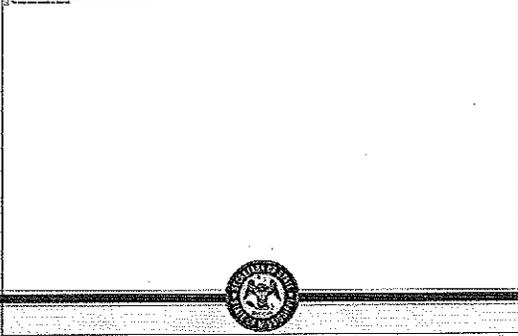
Processing Absentee Ballots (cont.)

- A COPY of an absentee ballot application will be attached to the absentee ballot envelope of a voter who is permanently disabled and automatically receives a ballot by mail each election.
- A COPY of a Federal Post Card Application may be attached to the absentee ballot envelope of a UOCAVA voter. The FPCA may be electronically signed (typewritten) by the UOCAVA voter.



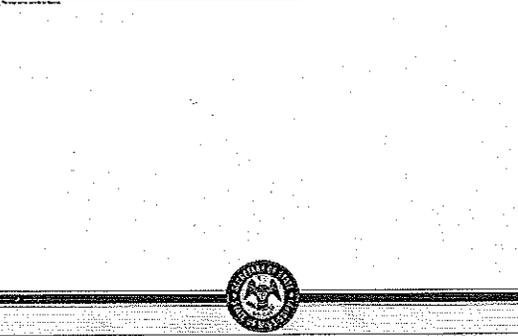
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Processing Absentee Ballots (cont.)



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Processing Absentee Ballots (cont.)



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Processing Absentee Ballots (cont.)

Absentee Ballot Envelopes:

- Confirm the voter signed across the flap;
- Confirm person who acknowledged or witnessed signed across the flap;
- Confirm the voter's signature on the envelope matches the voter's signature on the application;
- Confirm the voter is qualified elector of the precinct; and
- Check the pollbook to make sure the voter did not vote in person.



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Processing Absentee Ballots (cont.)

Remember, a UOCAVA voter who returns his/her absentee ballot by email or fax will not sign the envelope. Look for a note from the Circuit Clerk, who places the voted ballot received from a UOCAVA voter into the envelope, or an attached FPCA.



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Processing Absentee Ballots (cont.)

Absentee Ballot Envelopes (cont.):

- If the voter is not a registered voter of the precinct, or the voter voted in person on Election Day, or if any one (or more) of the items listed above are missing, mark the envelope "REJECTED" with the reason written across the envelope.
- If all requirements of the voter, application and envelope are met, mark the envelope "ACCEPTED."



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Processing Absentee Ballots (cont.)

If the absentee ballot envelope is marked "ACCEPTED,"

- "VOTED" is marked in the pollbook beside the voter's name, with an "AB" notation, and
- The voter's name is written in the receipt book as if he/she had voted in person.



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Processing Absentee Ballots (cont.)

An absentee ballot must be marked "REJECTED" if:

- No application is provided with or attached to an envelope;
- Circuit Clerk's initials or original seal are missing from the application;
- Voter and/or witness did not sign the application;
- Voter and/or witness did not sign the envelope across the flap;
- The voter's signatures on the application and envelope clearly do not match;
- Voter is not a qualified elector of the precinct;
- Envelope is open or appears to have been opened and resealed;
- Voter is not eligible to vote by absentee ballot;
- Voter voted in the precinct on Election Day; or,
- The envelope contains more than one ballot.



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Processing Absentee Ballots (cont.)

In counties in which DRE voting devices are used:

- Ballot envelopes are marked "ACCEPTED" or "REJECTED" in the precinct by the poll managers and placed in a sealed ballot box/bag. Ballots are delivered to Election Central to be scanned.
- Election Officials open the "ACCEPTED" ballot envelopes, scan the ballots and add the scanned totals to the DRE totals.



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Processing Absentee Ballots (cont.)

In counties in which non-DRE voting devices are used:

- Ballot envelopes are marked "ACCEPTED" or "REJECTED" in the precinct by the poll managers.
- The "ACCEPTED" ballots are opened and the ballots removed, without unfolding or examining the ballots, at the precinct by the poll managers.
- The "ACCEPTED" absentee ballots are deposited into the ballot box before counting/scanning any ballots.
- Poll managers for each precinct count the absentee ballots and add them to the votes cast in the voting machine or device.



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Processing Absentee Ballots

Rejected Ballots:

- Write the reason for rejection on the ballot envelope.
- Do NOT open the ballot envelope.
- Rejected absentee ballot envelopes are placed in a separate strong envelope, which is then placed into the sealed ballot box and delivered to Election Central.



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Printing Results Tapes

- Follow the closing procedures for your respective voting machines.
- Read totals aloud.
- Sign total tapes: post one to the wall and place a second in the secure transport bag.
- Complete and sign all documents.



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Accounting for Ballots

- All ballots must be accounted for.
- All voted, spoiled, and unused ballots are placed in an envelope in the ballot box.
 - The total number of these ballots must equal the number originally accepted by the Receiving and Returning Manager.
 - If the numbers do not match, the Poll Managers must write and sign a written statement under oath accounting for the discrepancy.



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Forms

- Form 710.2 – R/R Manager Receipt Form
- Form 730.3 – Precinct Opening and Closing Log
- Form 740.2 – TSX Event Log
- Form 830.5 – General/Special Election Ballot Accounting Form
- Form 830.6 – Dual Primary Election Ballot Accounting Form
- Form 835.5 – Electronic Vote Tally Worksheet – General and Special Elections
- Form 835.6 – Dual Primary Vote Tally Sheet



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Returning Election Materials

Materials returned in the sealed ballot box include:

- All ballots (voted, affidavit, absentee, spoiled, challenged, rejected, and unused);
- R/R Manager Receipt Form;
- Ballot Accounting Form;
- Receipt Book;
- Zero and results tapes; and
- Secure Memory Card Transport Bag.



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Returning Election Materials

Materials NOT placed in the sealed ballot box/bag:

- Pollbook(s);
- Payroll;
- Absentee voters' list; and
- Precinct signs.



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Other Duties

- Clean up your work area.
- Remove all precinct signs and tape from walls.
 - Do not throw away precinct signs. Signs are returned to Election Central in the supply box to be reused.
- Lock and seal all machines, ballot boxes, and supply boxes.
- Return ballot and supply boxes to Election Central.



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Secretary of State's Office Publications

- Poll Manager Guide
- County Election Handbook
- Campaign Finance Guide
- Candidate Qualifying Guide
- Elections Calendar



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Helpful Tips



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Supplies

- Constantly check supply levels or set a schedule to check supply levels:
 - Number of paper ballots;
 - Number of affidavit ballot envelopes (both yellow and white);
 - General supplies (pens, batteries, etc.).



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Contact Information

- Make sure your poll managers have your contact information and you have theirs.
 - *Example: A poll manager used a SOS poll watcher to contact our office on 11/4/2014 because the poll manager could not get in touch with the county election commission.*
- Make sure you are accessible to the poll managers.



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Ballots

- Be familiar with the offices/races on the ballot.
- Make sure you direct voters to the sample ballot posted in the precinct.
- If you are using paper ballots with races on both the front and back, the poll managers should advise voters that marking is required on both sides of the ballot or give the ballot to the voter turned upside down.



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Multiple Ballot Styles

- **Split precincts:** Voters in the precinct vote different ballots based upon the voter's residential address.
- Make sure your poll managers are aware of multiple ballot styles in their precinct and know how to ensure each voter receives the correct ballot style.



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Absentee Ballots

If the poll managers fail to mark each absentee ballot envelope as "REJECTED" or "ACCEPTED" on election night, they will have to return to Election Central the next day to process properly.

- Executive Committees and resolution boards do not process absentee ballots!



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Absentee Ballots

Give your poll managers sample absentee ballot envelopes and applications.

- Mark what to look for: such as clerk's initials and seal, voter's signature, witness signature, etc.
- If your county uses different absentee ballot envelopes, make sure your poll managers are familiar with each type.



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Contact Information

Mississippi Secretary of State's Office
Elections Division

P.O. Box 136
Jackson, MS 39205
(601)576-2550
Elections Hotline (800)829-6786
www.sos.ms.gov



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